

15 4 'merry'

OS/Hqs. Security Branch
to Coordinate Agency participation
in this program with GSA.
No action necessary on our
part per 1 sub item, AC/Security
Branch/OS .



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**GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405**

December 20, 1979

**GSA BULLETIN FPMR D- 170
PUBLIC BUILDINGS AND SPACE**

TO : Heads of Federal agencies

SUBJECT: Occupant emergency planning

1. Purpose. This bulletin announces changes in the Facility Self-Protection Program renamed the Occupant Emergency Program and advises agencies of available assistance from the General Services Administration under FPMR 101-20.5, **Physical Protection**.
2. Expiration. This bulletin contains information of a continuing nature and will remain in effect until canceled.
3. Background. The Federal Government like any other employer and property manager is responsible for minimizing danger to life and property during emergencies. The General Services Administration assists its tenants in achieving this objective through management of the Occupant Emergency Program. The program was renamed to emphasize the concern for occupants in the facility as opposed to the facility itself. It was also redesigned as a short-term emergency response program to deal with such emergencies as fire, bomb threats, and facility emergencies so that occupants can help themselves in an organized manner to prevent or minimize injury, loss of life and property in a specific building or facility. The program should not be confused with civil defense and emergency preparedness which are separate and distinct Federal programs.
4. Program scope. To be effective, the program planning process will have to include as a minimum the following:
 - a. Occupant Emergency Plan. A plan developed by the Designated Official or his designee, such as the Occupant Emergency Coordinator that states in advance how emergencies in the building or facility will be handled. Buildings Management (BM) and Federal Protective Service (FPS) personnel will be available to assist Designated Officials by providing a planning guide and model plans, which outline basic emergency procedures applicable to most buildings. BM and FPS personnel also assist Designated Officials in providing training to the members of the organization in evacuation, bomb threat, and other emergency procedures. Annual reviews will be conducted by the Federal Protective Service to ensure that the plans are current and functional. The results of the review, as well as recommendations are forwarded to the Designated Officials.

Attachment

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b. Occupant Emergency Organization. An organization consisting of designated tenant employees who, during emergencies, provide the facility with trained personnel to implement the activities specified in the Occupant Emergency Plan. The organization is headed by the Designated Official and Occupant Emergency Coordinator. The size and composition of the organization is dependent upon the size of the facility. A basic emergency organization consists of the Designated Official, Occupant Emergency Coordinator, and Floor Teams. Larger facilities may have a Damage Control Coordinator and Medical Coordinator. The chart in the attachment illustrates the basic structure of the organization and chain of command.

c. Designated Official. The highest ranking official of the primary occupant agency or an alternate high ranking official selected by agreement of occupant agency officials. The Designated Official is responsible for developing the occupant protection plan, coordinating staffing and training for the protection organization, and execution of the plan as well as deciding the course of action to be taken during emergencies.

d. Occupant Emergency Coordinator. The Occupant Emergency Coordinator (OEC) is responsible for implementing the overall plan of action. The OEC coordinates the plan to include: selecting, training, and organizing an adequate staff for conducting emergency operations; and for directing and supervising the activities of the Occupant Emergency Organization during the emergency. The coordinator reports to the Designated Official and keeps the person apprised of events.

e. Floor Team Coordinator. The Floor Team Coordinator supervises and expedites the planned controlled movement of all building occupants, monitors the staffing of personnel for the Occupant Emergency Organization and coordinates employee bomb search of occupant space. The Floor Team Coordinator supervises the activities of the Floor Monitors.

f. Floor Monitor. The Floor Monitor has, on the floor to which assigned, the same responsibilities as the Floor Team Coordinator. In carrying out these responsibilities, the Floor Monitor supervises the activities of the following members of the Occupant Emergency Organization:

(1) Area Monitor. The Area Monitor ensures that evacuation routes are safe for passage and that bomb search procedures are properly conducted and completed.

(2) Handicapped Monitor. The Handicapped Monitor ensures that handicapped persons are safely evacuated and attended to during the emergency period.

(3) Stairway Monitor. The Stairway Monitor ensures that stairway routes are safe for purposes of evacuation.

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(4) Elevator Monitor. The Elevator Monitor ensures that elevators are restricted to evacuating handicapped persons from the building.

g. Medical Coordinator. The Medical Coordinator is responsible for training and equipping personnel assigned to perform medical assistance or first aid services in an emergency and for supervising emergency first aid or medical self help operations within the building during an emergency until local emergency personnel arrive.

h. Damage Control Coordinator. The Damage Control Coordinator is responsible for turning off appropriate utilities when required by the emergency situation.

i. Damage Control Team. Under the direction of the Damage Control Coordinator, the Damage Control Team is responsible for controlling utilities during an emergency. During emergencies they report to the Damage Control Coordinator in the basement or other predesignated location.

j. Communications. A system of communication will be extremely important during emergencies. Designated Officials will need timely and accurate information upon which to decide what course of action to implement and communicate this plan to members of the organization. Consequently, existing means of communication in a facility will have to be analyzed to determine how it can be used for emergency notification.

k. Command Post. The plan should provide for a command post. This can be any safe location, office, or desk from which the Designated Official can readily be contacted for instructions and to receive information on emergency actions.

l. Continuity. Occupant Emergency Plans should provide for the assignment of alternate key personnel in essential positions, to take care of absences caused by leave, business, or other situations. The Occupant Emergency Coordinator should be responsible for keeping the organization current to ensure full staffing at all times. Vacancies should be filled immediately.

(1) Proper instructions should be prepared and disseminated to all members of the organization and sufficient information should be distributed to all building occupants.

(2) An appropriate GSA official will work closely with each Designated Official to identify and document factors that lead to decisions necessitating evacuations and other emergency actions.

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6. Applicability. The full support of all Federal employees is required to make the Occupant Emergency Program effective. Federal employees may be assured that their liability for negligence while participating in an Occupant Emergency Program is not different from their exposure to liability when performing other duties while acting within the scope of their employment.

7. GSA action. GSA has developed an Emergency Management Planning Guide, Occupant Guides, model plans, and a training program to assist Federal agencies to accomplish their Occupant Emergency responsibilities. Special assistance may be obtained from the GSA Regional Federal Protective Service Division.

8. Federal agency action. Agency heads are advised to disseminate this bulletin to their regional offices, and ensure that all elements of their agency nationwide endorse and comply with the requirements of this bulletin.

9. Cancellation. GSA Bulletin FPMR D-81, dated August 4, 1971, is canceled.

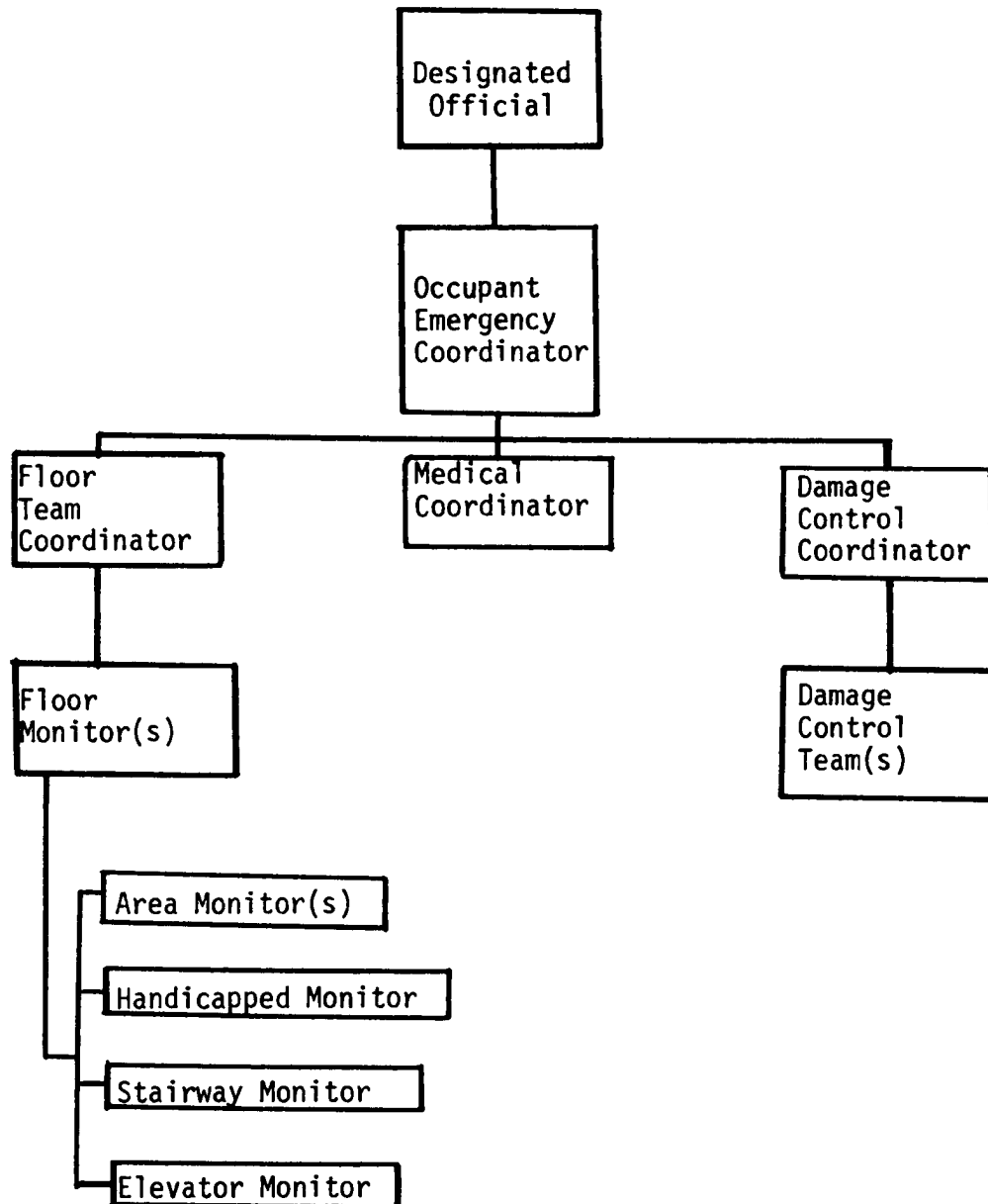


A. R. MARSCHALL
Commissioner
Public Buildings Service

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Attachment A

Occupant Emergency Organizational Chart



Note: The size of the Occupant Emergency Organizational Team will depend on the facility's size. Some facilities may not need a Medical Coordinator, Damage Control Team, Floor Monitor or Area Monitor.

MEMORANDUM FOR:

Reference the draft of a proposed LI for the
Safety and Health Program, recommend under
Para 3, sub-para b (OL Security Staff)
section (f) delete the phrase " at least
quartly " - everything else looks OK---

Date

2/26/80

MEMORANDUM FOR:

Ref the draft of a Proposed LI for the Safety
and Health Program, recommend under Para 3
sub-para b (OL/ Security Staff) section a
delete the phrase " at least ~~quarterly~~ quarterly "

TX,

Date

2/28/86

FORM 5-75 101 USE PREVIOUS EDITIONS